

**2024 RENEWAL**

# PLEDGE OF ALLEGIANCE



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# SAFETY MOMENT

## Certificates of Insurance



# Unit Recharter **BEFORE** March 1, 2024 >> **NO CHANGES** <<

Login at <https://advancements.scouting.org/>

Unit Leader, Unit committee chair,  
chartered organization representative, or designee

Click on re-charter located on the lower right menu.

Enter 12-month term

Edit Roster

Invite New  
Members

Update Adult  
Leader Positions

Remove  
Members

Validate Information

Pay and Submit

# Unit Renewal **AFTER** March 1, 2024 >> **Auto-Renewal Process** <<

*Youth and adult leader membership fees will be separated from the unit charter.*

**Auto-Renewal**

Individual membership  
renewal and fees are  
paid automatically by  
the individual

**Manual Renewal**

Individual membership  
renewal and fees are  
paid to the unit or local  
council office.

**Unit Paid Renewals**

Individual membership  
renewal and fees are  
paid by the unit

Login at My.Scouting.org and go to Organization Manager  
(Unit Leader, committee chair, chartered organization representative,  
or designee have access)

Click on "Unit Renewal" on the menu.

Validate Information

Make changes to Leadership if needed in Position  
Manager – Have leaders take YPT if needed

E-Sign the Page

Pay and Submit



# WHAT IS MEMBERSHIP RENEWAL?

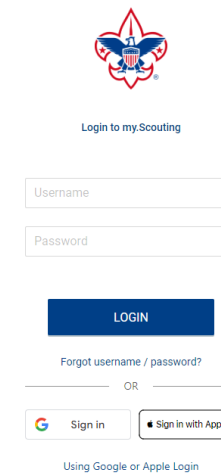
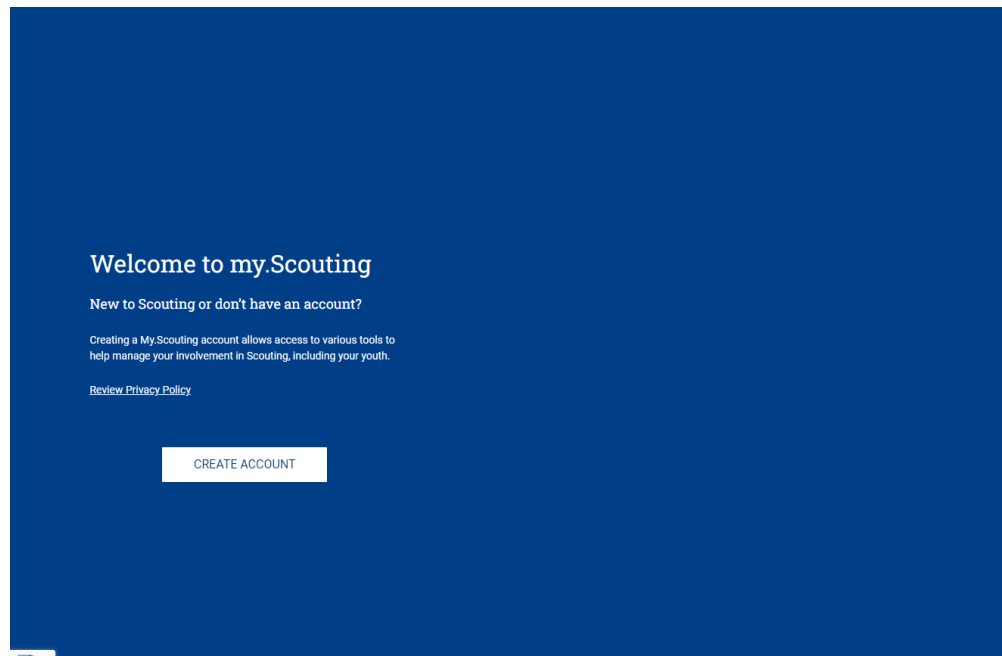
- Membership fees are separated from the unit renewal
- Family/self option payment or unit paid renewals

## Renewal Fees:

- **\$125** Youth Cubs, Scouts BSA, and Venturing Participants (\$85 National, \$40 Council)
- **\$80** all Exploring youth members (\$50 National, \$30 Council)
- **\$60** adult leaders in Packs, Troops, and Crews, as well as district and council level roles
- **\$50** Exploring adult leaders
- **\$25** Merit Badge Counselors and Camp Staff who are not registered in another role
- **\$15** Scout Life magazine yearly subscription

# What does membership renewal look like?

- 60 days before expiration date, email from National Council sent to prompt renewal
- Renew online through my.scouting.org
  - Parent(s) may have to register-must have a working email
  - Youth must have an active email for parent/guardian



# Member Renewal

Click "My Application" to start renewal process.

The image shows a member dashboard interface with several key elements and annotations:


- Profile Section:** On the left, there is a circular profile picture placeholder with a camera icon below it. To its right, a teal box contains the text "NAME". Below this, the text "Member ID:" is followed by a redacted ID, and "Registration Expiration Date: 12/31/2024". A teal arrow points from a box labeled "Expiration Date" below to the date text.
- Navigation Grid:** A 2x3 grid of buttons is located on the right side of the dashboard:
  - Top row: "My Profile" (with a person icon), "My Account" (with a person icon), and "My Application" (with a document icon).
  - Bottom row: "My Training" (with a shield icon), "Manage Member ID" (with a speech bubble icon), and "BSA Web Links" (with the BSA logo).
- Annotation:** A teal arrow points from a box at the top right containing the text "Click 'My Application' to start renewal process." to the "My Application" button.

# Member Renewal

my.Scouting **My Applications** Welcome, [User Name]

MEMBERSHIPS TRANSFER / MULTIPLE APPLICATIONS MY APPLICATIONS **MY RENEWALS** 2024

MY RENEWALS FILTER CLOSED

| Personal Information  | Expiration Date | Application Status  |
|---|-----------------|---|
| <p><b>i</b> Multiple Positions are not displayed in this section, Click Start Renewal to see the full list of positions you can renew</p>                 |                 |   |
| <br>[Redacted Name]<br>Chartered Organization Rep.<br>Pack 0288 <b>B</b> | 31 March 2024   | <b>Registration is soon to expire</b>   |
|   |                 | <input type="button" value="OPT OUT AUTO RENEWAL"/> <input checked="" type="button" value="Start Renewal"/> |



# Member Renewal Guide

## Individual Renewals



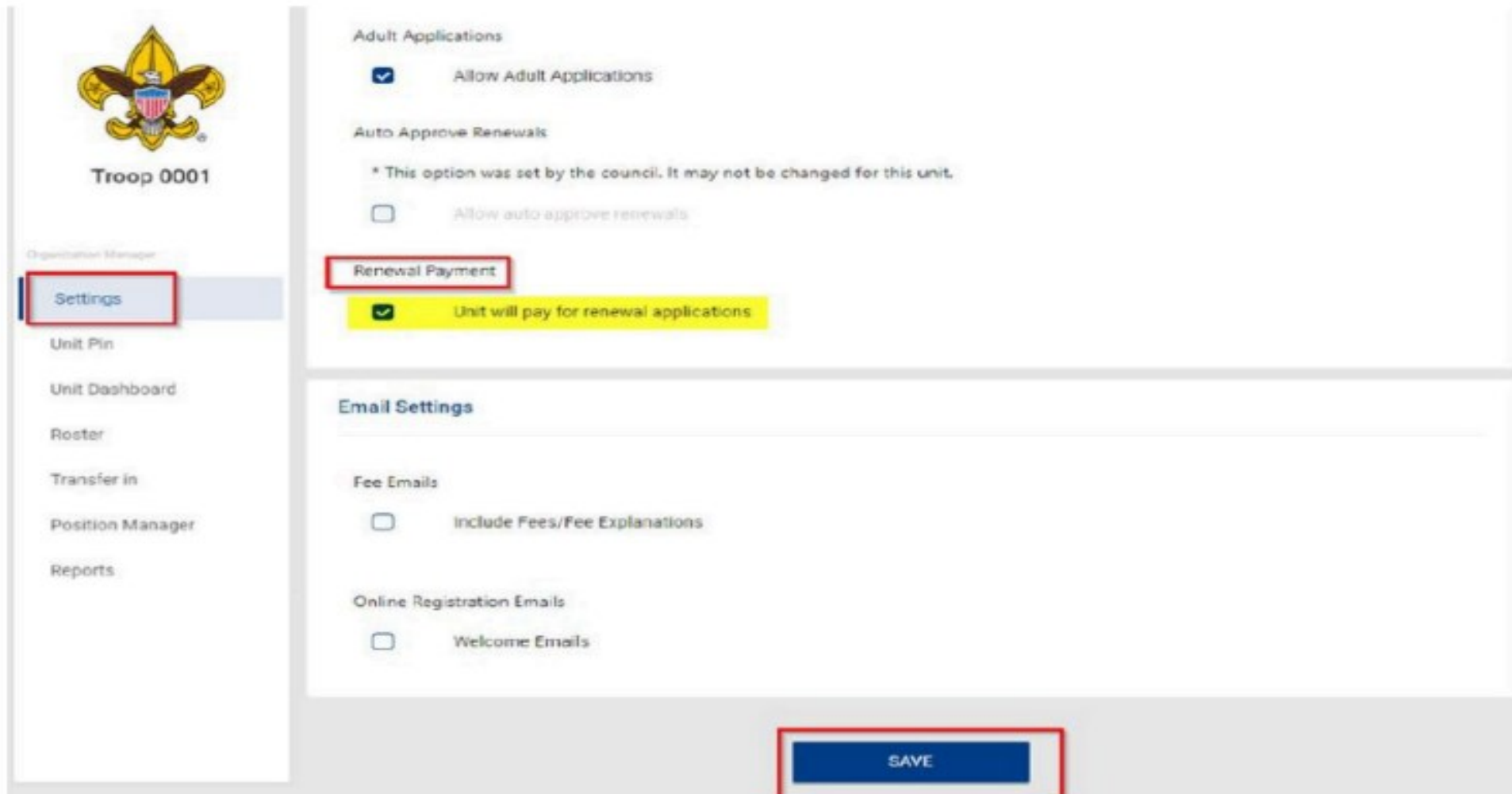
### Option 1: Individual Renewals Registration

Beginning 60 days before their expiration date, individuals will receive an email from the National Council that will prompt them to renew their registration. Individuals can renew online or manually at the council service center. To renew manually fill out and return the Registration Renewal Form and return it to the Findlay or Lima Service Center.

To renew online at [my.scouting.org](https://my.scouting.org)

# What is Unit Paid Renewal?

- Unit renewal is where the unit pays the membership renewal fees.



The screenshot shows the settings interface for Troop 0001. On the left is a navigation menu with 'Settings' highlighted. The main content area is divided into sections: 'Adult Applications' with 'Allow Adult Applications' checked; 'Auto Approve Renewals' with a note that the option is set by the council and 'Allow auto approve renewals' unchecked; 'Renewal Payment' with 'Unit will pay for renewal applications' checked and highlighted in yellow; and 'Email Settings' with 'Include Fees/Fee Explanations' and 'Welcome Emails' both unchecked. A 'SAVE' button is located at the bottom right.

**Troop 0001**

Organization Manager

- Settings
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager
- Reports

**Adult Applications**

Allow Adult Applications

**Auto Approve Renewals**

\* This option was set by the council. It may not be changed for this unit.

Allow auto approve renewals

**Renewal Payment**

Unit will pay for renewal applications

**Email Settings**

**Fee Emails**

Include Fees/Fee Explanations

**Online Registration Emails**

Welcome Emails

**SAVE**

# Opt-Out Option

You can Opt-Out a member from renewing if you know they have left the unit.

The screenshot displays the 'Roster' management interface for Troop 0301 John R. Bentley Youth Fund INC. The interface includes a sidebar with navigation options like 'Settings', 'Unit Renewal', and 'Roster'. The main area shows a table of members with columns for Name, Member ID, Role, Gender, Renewal Status, Opt Out, and Expiration Date. A red box highlights the 'Opt Out' button for a member, and a yellow callout box points to it with the text 'Opt out of automatic renewal'.

| <input checked="" type="checkbox"/> | Name           | Member ID | Role                             | Gender | Renewal Status | Opt Out                  | Expiration Date |
|-------------------------------------|----------------|-----------|----------------------------------|--------|----------------|--------------------------|-----------------|
| <input checked="" type="checkbox"/> | Mary K...      | ...       | Committee Chair                  | F      | Initiated      | <input type="checkbox"/> | 03/31/2024      |
| <input checked="" type="checkbox"/> | Logan ...      | ...       | Youth Member                     | M      | Initiated      | <input type="checkbox"/> | 03/31/2024      |
| <input checked="" type="checkbox"/> | Marqu Farmer   | ...       | Youth Member                     | M      | Initiated      | <input type="checkbox"/> | 03/31/2024      |
| <input checked="" type="checkbox"/> | Jeffrey Foster | ...       | Scoutmaster <span>Trained</span> | M      | Initiated      | <input type="checkbox"/> | 03/31/2024      |

## Member and Unit Renewal process effective March 1, 2024

Unit renewal and member renewal will no longer be one and the same. Membership is now a set 12 month term from the time of registering regardless of when the unit renews. Youth and adult leader membership fees will be separated from the unit renewal.

### Auto Renewal

Individual membership renewal and fees are paid automatically by the individual.

### Manual Renewal

Individual membership renewal and fees are paid to the unit or local council office.

### Unit Paid Renewals

Individual membership renewal and fees are paid by the unit.

1

#### Login

At My.Scouting.org and go to Organization Manager (Unit Leader, committee chair, chartered organization representative, or designee have access).

2

#### Click On "Unit Renewal" on the menu.

3

#### Validate Information 12-month term.

4

#### Make Changes To Leadership if needed in Position

Manager – Have leaders take YPT if needed.

5

#### E-Sign the Page

Add the sign in the required field.

6

#### Pay and Submit

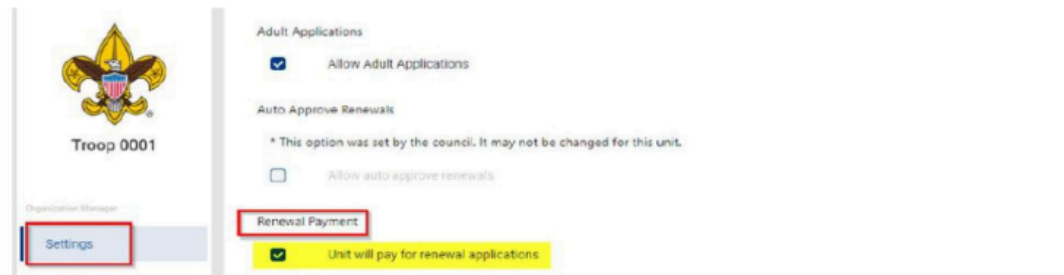
# Unit Paid Renewal Guide

## Option 2: Unit Renews Registration

This option allows individuals to pay the unit so the unit can renew all registrations. This is ideal for units who pay renewals using funds from fundraising.

- Units can renew members starting two months before their expiration date through the two month lapse period after their registration expires.
- Units may choose to Opt-Out a member who is no longer with the unit. This will remove the individual from the roster and they will not be able to renew.

A member of the unit Key 3 will go to Organization Manager and click on the Settings tab. The Renewal Payment option will allow the unit to process renewals. This needs to be checked if the unit will be making the membership renewal payments. Click "Save" to ensure the selection has been made.



The screenshot shows the Organization Manager interface for Troop 0001. The 'Settings' tab is active. Under the 'Adult Applications' section, the 'Allow Adult Applications' checkbox is checked. Under the 'Auto Approve Renewals' section, the 'Allow auto approve renewals' checkbox is unchecked, with a note stating '\* This option was set by the council. It may not be changed for this unit.' The 'Renewal Payment' checkbox is checked, and a yellow highlight is placed over the text 'Unit will pay for renewal applications'.

# Unit Renewal

- Like recharter, units will still need to completed unit renewal by Dec. 31, 2024.
- \$100.00 unit renewal fee
- Verify rosters for youth and leaders
- Second check for YPT on adult leaders



# Unit Renewal

A list of the members you are renewing displays.

## Unit Paid Membership Renewal

John | 

Scout Life Subscription

Troop 0010

Committee Member (MC)

Current Expiry Date: 12/31/2023

Primary Position

Future Expiry Date: 12/31/2024

Show Multiple Registrations

# Unit Renewal-Register Positions



Troop 0444

Organization Manager

Settings

Unit Renewal

Unit Pin

Unit Dashboard

Roster

Transfer in

Position Manager

Reports

Registered Positions

Functional Roles

## KEY 3:

Committee Chair (1/1\*)

+ James [redacted] ✓

Chartered Organization Rep. (1/1\*)

+ Amy M [redacted] ✓

Scoutmaster (1/1\*)

+ Kyle [redacted] ✓

Council Unit Representative [redacted]

Assistant Scoutmaster (6)

Show All

Committee Member (5)

Executive Officer (1\*)

+ Andrew [redacted] ✓

+ Richard [redacted] ✓

+ Anth [redacted]

+ Amanda [redacted] ✓

+ Bradley [redacted] ✓

+ John C [redacted] ✓

+ Douglas [redacted] ✓

+ Frank [redacted] ✓

+ Thomas M [redacted] n ✓

+ John [redacted]

+ Michael [redacted] ✓

New Member Coordinator (0)

Unit Chaplain (0/1)


Unit College Scouter Reserve (0)

Unit Participant (0)

Unit Religious Emblems Coord (0/1)

Unit Scouter Reserve (0)

# Key 3 Delegate for Unit Renewal



Troop [Redacted]

Organization Manager

- Settings
- Unit Renewal
- Unit Pin
- Unit Dashboard
- Roster
- Transfer in
- Position Manager**
- Reports

Registered Positions    Functional Roles

**COR/CUR Delegate (1/1)**

+ Amy [Redacted] ✓ -

**Key 3 Delegate (1/3)**

+ Thomas [Redacted] ✓ -

ADD +

ADD +

**Registration Inquiry (0)**

ADD +

**Unit Advancement Chair (0/1)**

ADD +

**Unit Training Chair (0/1)**

ADD +

**Unit Treasurer (0/1)**

ADD +

**Youth Protection Champion (0/1)**

ADD +

# Leader renewal and YPT



1-50 of 476

☆ Boy Scouts of Ameri.

URGENT - BSA Youth Protection Training Expiring Soon. Please renew now. - Y..



## Your BSA Youth Protection Training Expiring Soon

Dear [REDACTED]

**The Boy Scouts of America (BSA) places the greatest importance on creating the most secure environment possible for our youth members.** One aspect is having our leaders trained in youth protection. Our records indicate that your Youth Protection certification associated to Member ID 123259026 will expire within the next three months.

### **Our youth protection policies state:**

- Youth Protection Training is required for all BSA registered adults.
- No new adult can be registered without first completing Youth Protection Training at the time of registration.

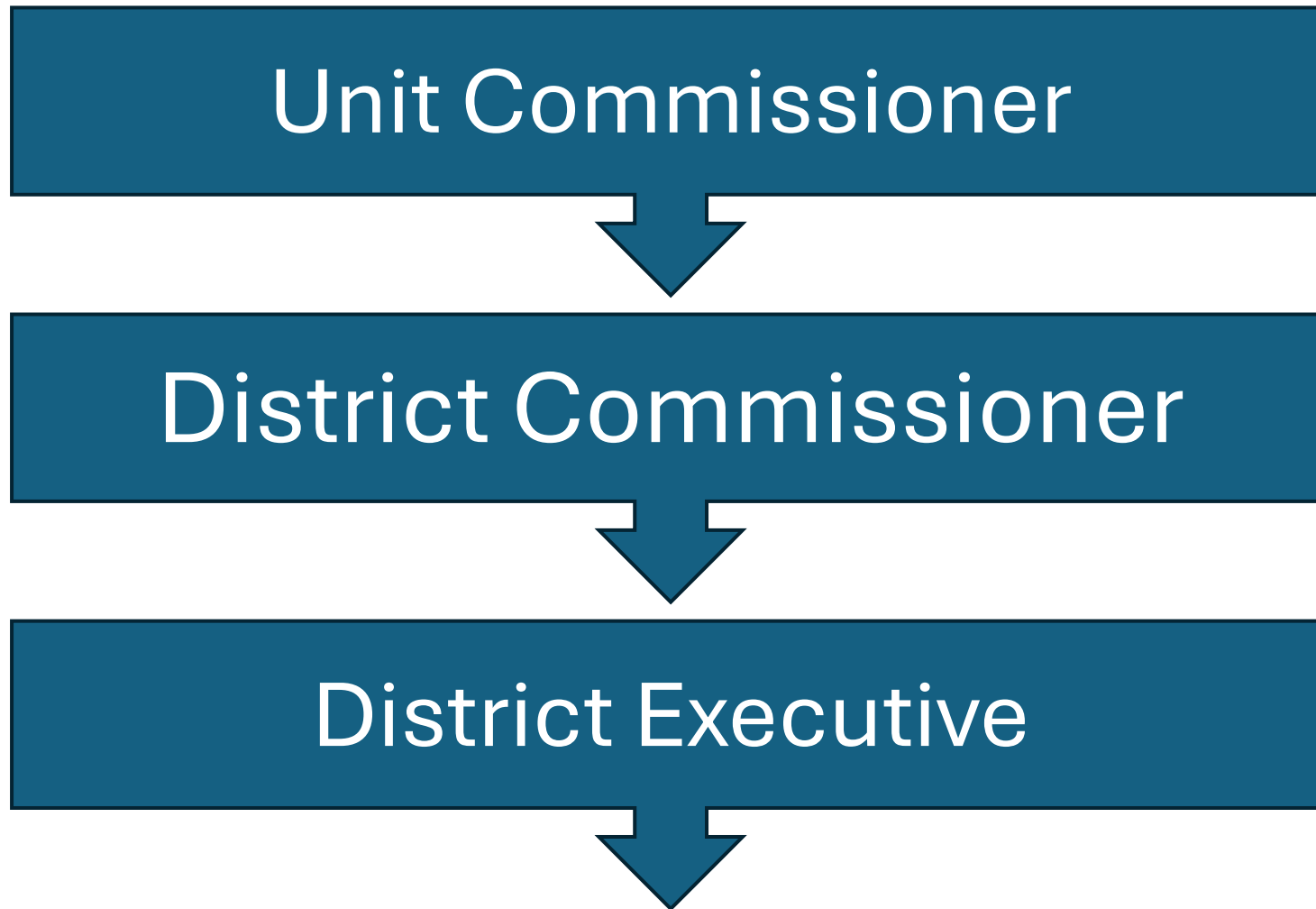
# Common “error messages” unit renewal

It is recommended you pre-check if there are any validation issues. The most common is Youth Protection Training (YPT) dates for adult leaders.

**Validation Codes in Unit Renewal: Errors will not let you proceed. Warnings will allow you to proceed.**

- a. Unit does not have required number of leadership positions – Error.*
- b. Leaders do not have current Youth Protection Training – Error.*
- c. Leaders do not have completed CBC Authorizations – Warning.*
- d. Leaders are less than 18 years old – Error.*
- e. Youth do not meet the age/grade requirement for the program – Error.*
- f. Adults do not have SSN – Warning*

# Proper Chain of Command for Questions





# Contact Information

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**Rose King**

Gillsrme@gmail.com

**Tracy McDaniels**

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**Mike Metzger**

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